

**INSTRUCTIONS FOR
CERTIFICATE OF AUTHORITY FOR EXTERNAL USERS
FORM FND-101**

SECTION A

1. TYPE OF REQUEST

- Check the appropriate box to add and/or remove a user, or change an existing user's representative type.

2. CONTRACTING ENTITY (CE) INFORMATION

- CE Name - Enter the name of the organization.
 - CE ID (or Region for ESC) - Enter the five-digit CE ID, or if the form is for an ESC user enter the ESC region number.
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SECTION B

1. REPRESENTATIVE TYPE

Check the appropriate box to designate the user's representative type. A CE user can be multiple user representative types based on functionality needs.

SNP:

- SNP CE Admin - User who has edit access to application-related screens, including renewal, food safety inspections, verification and capital expenditures. This user can also access the direct certification lists. User also has edit access to respond to Compliance Corrective Action Plans (CAPs). User has read-only access to claim screens and Annual Audit screen.
- SNP CE Support - User who has edit access to claim screens and read-only access to application screens.
- Food Service Management Company Representative - Food service management company employee who is designated by the district to access TX-UNPS. All screens are read-only except food safety inspections.
- Education Service Center (ESC) Representative - An employee of a regional ESC office who can assist CEs with functions in TX-UNPS. User has edit access to CE application, claim and profile screens for CEs associated with their region. User also has read-only access to FDP screens.

FDP:

- FDP CE Admin - User who has edit access to FDP-related contract, survey and CE order screens for both NSLP and SFSP and read-only access to allocations and entitlement screens.
- FDP Coop - User who has edit access to FDP Coop-related processor survey and load balancing screens. User also has edit access to assigned CE co-op members' contract and survey screens and read-only rights to entitlement and allocation screens.
- FDP Processor/Broker - User who has edit access to FDP Processor/Broker related screens (e.g., Food Order screen).
- FDP Contracted Warehouse - User who has edit access to FDP Contracted Warehouse related inbound shipment, order, shipping, inventory, and invoicing screens.
- FDP School Coop Warehouse - User who has edit access FDP School Coop Warehouse related screens.
- FDP Food Bank - User who has edit access to FDP Food Bank related application, contract, inbound shipment, surveys, allocations, entitlement, and inventory and claim screens.

CACFP:

- CACFP Centers CE Admin - User who has edit access to application-related screens, including advance requests, and read-only access to claim screens. User also has edit access to respond to Compliance Corrective Action Plans (CAPs). This person is an Authorized Representative and can act on behalf of the contracting entity.

- CACFP Centers CE Support - User who has edit access to claim screens and read-only access to application screens. This is someone like the Claim Preparer identified on your Contracting Entity Application.
- CACFP DCH CE Admin - User who has edit access to application-related screens, including advance requests, and read-only access to claim screens. User also has edit access to respond to Compliance Corrective Action Plans (CAPs). This person is an Authorized Representative and can act on behalf of the contracting entity.
- CACFP DCH CE Support - User who has edit access to claim screens and read-only access to application screens. This is someone like the Claim Preparer identified on your Contracting Entity Application.
- CACFP Read Only – User who had read-only access to application-related and claim screens for Centers and/or Homes, as applicable.

SFSP:

- SFSP CE Admin - User who has edit access to application-related screens (e.g., Annual Audit) and read-only access to claim screens. User also has edit access to respond to Compliance Corrective Action Plans (CAPs).
- SFSP CE Support - User who has edit access to claim screens and read-only access to application screens.
- SFSP CE Read Only - User who has read-only access to application and claim screens.

2. NEW USER INFORMATION

- Name - Enter the new user's full name, including Prefix, First Name, Middle Initial, Last Name and Suffix (if necessary).
- Title - Enter the user's title.

3. USER CONTACT INFORMATION

- Business Email - Enter the user's business email address.
 - Business Phone - Enter the user's business phone number in the format (999) 999-9999. Enter an extension if necessary.
 - Signature of New User - The new user needs to sign in this field.
 - Date - Enter the date that the new user signs the form in the format mm/dd/yy.
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SECTION C

1. USER TO BE REMOVED

- Name - Enter the full name for the user that needs to be removed, including First Name, Middle Initial and Last Name.
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SECTION D

1. CHANGE REPRESENTATIVE TYPE

- Name - Enter the full name for the user that requires a change in representative type, including First Name, Middle Initial and Last Name.
 - Current Representative Type - Enter the user's current representative type.
 - New Representative Type - Enter the user's new representative type.
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SECTION E

1. APPROVAL SIGNATURE

- Name of Contracting Entity Official (Print) - Enter the name of the CE's official (ex. Superintendent, President of Board or Director of Organization).
 - Signature of Contracting Entity Official - The CE's official needs to sign in this field to approve the change.
 - Date - Enter the date the approver signs the form in the format mm/dd/yy.
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SECTION F

1. TDA INTERNAL USE ONLY